



# **The Highlands Recreation District**

**Invites candidate  
applications for:**

# **Aquatics Supervisor**



**Final Filing Date: January 5th, 2015 at 5pm**

## **Ideal Candidate**

The Highlands Recreation District is looking for an enthusiastic, organized and thoughtful individual to lead our thriving aquatics program. We're very proud of the quality of our classes and our facility and are looking for a demonstrated leader to oversee our aquatics staff, maintain our pool operation and interact with our patrons.

## **About Employment at the District**

The Aquatics Supervisor position is a perfect for an enthusiastic, entrepreneurial, career-driven team-player with a passion for excellence. This position joins our dedicated supervisory staff and reports directly to the General Manager. The individual selected for this position will have the equivalent of a Bachelor's degree and at least 3 years of increasing supervisory experience in an aquatics program. The salary range for the Aquatics Supervisor is \$63,000 to \$85,000, plus many benefits, including medical, dental and disability coverage, sick and vacation days, an FSA plan, and a retirement plan. Please review the attached job description for additional information and requirements.



## **Our Community**

The Highlands Recreation District is a 'hidden gem' on the Peninsula of the San Francisco Bay Area. Nestled in incorporated San Mateo County, our special district serves primarily the surrounding community of 800 homes, but also several neighboring cities. The Rec has a rich history as the hub of the unique Highlands neighborhood. Learn more about our founding and history on our website: [www.highlandsrec.ca.gov](http://www.highlandsrec.ca.gov)

## **The Aquatics Facility**

Our Rec Center has a 6-lane, 25-yard pool, a diving well and a baby pool. Our pool is operated year-round, thanks to a dome that covers the pool from November through March. We have a well-established swim and diving lesson program, lifeguard training classes and adult aquatic wellness classes. Our Aquatics Program is a vital component of our \$2.5 million annual budget.



## HIGHLANDS RECREATION DISTRICT • JOB DESCRIPTION

ADOPTED BY THE GENERAL MANAGER	November 2014	JOB TITLE AQUATICS SUPERVISOR	EXEMPT
<p><b>Definition</b> Under the direct supervision of the General Manager, the Aquatics Supervisor will develop, manage and evaluate a comprehensive aquatics program for the community. This position will supervise full time and part time staff and volunteers; develop partnerships with non profit organizations and community groups to provide a variety of aquatics programs that enhance community safety, health and wellness. The Aquatics Supervisor will be committed to professional development for all aquatics staff and perform related duties as required. The Aquatics Supervisor is responsible for all aspects of the Highlands Aquatics programs and facility, and performs related tasks as required.</p> <p><b>Distinguishing Characteristics</b> The Aquatics Supervisor is expected to perform a wide variety of tasks, including pool maintenance, employee supervision, programming, and administrative duties on a daily basis as well as respond to the needs of a large constituency of pool users. The position requires the ability to work independently, exercising judgment and initiative and be experienced in customer service, have a strong background in public relations along with the ability to be a team player.</p> <p><b>Typical Duties</b> Supervise the pool area and all related facilities; plan and market a comprehensive program of activities; teach a variety of Aquatics classes as needed; schedule use of the pool; develop and conduct in-service training; prepare, distribute and enforce pool rules and regulations; supervise the collection and banking of receipts taken in by the pool; maintain a positive and safe environment for pool patrons and employees; recruit, hire, supervise and evaluate pool employees; formulate and disseminate publicity and program materials; prepare written reports and maintain daily records; prepare requisitions for procurement of supplies and equipment; make regular inspection of the pool and its equipment; prepare annual operating budget for approval; attend aquatics related meetings and conferences; design and initiate new programs and classes; maintain first aid supplies for the facility; maintain aquatic and district wide safety manuals; assist in District events; manage and promote the community CERT program; collaborate with other agencies; oversee contractors and contractor run programs; Conduct long range planning and maintenance to the pool facilities; and perform duties as assigned.</p> <p><b>Required Qualifications</b> <u>Knowledge of:</u> Pool maintenance practices; use and maintenance of pool pump room tools and equipment; safe work and chemical practices; pool chemistry and local pool codes; American Red Cross Learn To Swim classes, American Red Cross Lifeguard Training and Water Safety Instructor (or equivalent training); CAL OSHA regulations; record keeping regulations; budgeting and personnel management; safe and accepted pool practices.</p> <p><u>Ability to:</u> Perform heavy manual lifting as needed; maintain pool chemistry and pool equipment; understand and carry out oral and written instructions; establish and maintain cooperative relationships with those contacted in the course of work; work independently without close supervision; make and keep accurate records including preparing annual budget; train and supervise aquatics personnel; make sound judgments on the safety of the pool and its employees and patrons; and work with patrons with special needs. Be available beyond typical workday as needed for special event duties and for pool staffing or mechanical matters</p> <p><u>Experience:</u> At least three years of progressively responsible experience in aquatics, including supervisory experience. <u>Education:</u> A Bachelor's degree in recreation or related field.</p> <p>Response to any supplemental questions must be verified by the information provided on your application.</p> <p><b>Additional Requirements</b> Possession of valid California driver's license, car insurance and clean driving record. Current or former American Red Cross Lifeguard Training. Ability to attain current American Red Cross Lifeguard Training Instructor within 6 months of hire. Current or former American Red Cross Water Safety Instructor or equivalent training. Ability to attain American Red Cross Water Safety Instructor Trainer certification within 6 months of hire. American Red Cross CPR/AED for the Professional Rescuer Certification within 6 months of hire. Current or former CPO or AFO certification and ability to recertify within 6 months of hire, if necessary. Current or the ability to attain CERT Training and CERT T3 training within 12 months of hire.</p>			

## Benefits

District offers a competitive salary and benefits package.

The salary range for this position is currently \$5,025 - \$7,083 per month

The District also provides:

Retirement: Simple IRA with District matching contribution of up to 3%

Health Insurance: Choice of Kaiser. The District currently pays 100% of medical premiums for the employee

The District pays 100% of premium for dental for the employee.

Long-Term and Short Term Disability Insurance

Term life insurance

Vacation leave of 5 days for the first year, 10 days per year thereafter, with additional increases with years of service.

11 paid holidays per year (includes 1 floating holiday).

Sick Leave: 12 days per year.

Deferred Compensation: District contributes \$500 annual matching contribution to a choice of 457 plans.

Section 125 Flexible Spending Account plan: Un-reimbursed Medical and Child Care.

Discounts on District programs.

## The Application Process

Applicants must submit a cover letter, resume and completed employment application by 5pm December 19, 2014.

The employment application is attached. (please note, this is different from the application on our website)

All candidates meeting minimum requirements will receive a supplemental application to complete in a timely manner. Meeting the minimum requirements does not guarantee that a candidate will be invited to participate further in the selection process. Selected candidates will be invited to interview before a panel in early January. Second and final rounds of interviews will occur shortly thereafter. The expected start date is to be no later than February 17, 2015.

Applications are to be sent to  
Brigitte Shearer, General Manager  
Highlands Recreation District  
1851 Lexington Avenue  
San Mateo, CA 94402

Or

[brigitte@highlandsrec.ca.gov](mailto:brigitte@highlandsrec.ca.gov)

Please feel free to contact Brigitte by email or by phone (650-341-4251) with any questions. More information about the Highlands Recreation District can be found at [www.highlandsrec.ca.gov](http://www.highlandsrec.ca.gov)